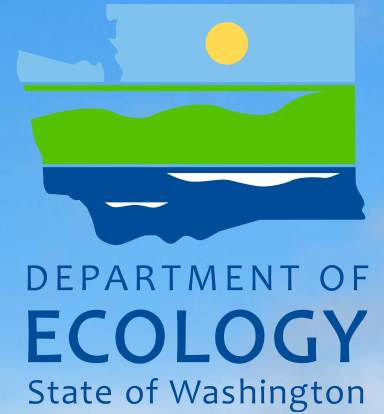


# FY 2023 Water Quality Grants and Loans Application Workshop

Session for Nonpoint  
Activities Projects  
August 2021





# Agenda

- **Acronyms**
- **Funding Information**
- **Eligibility and Guidelines**
- **Application Forms**
- **EAGL Tips**
- **Application Submission**



# Acronyms

Acronym	Description
WQC	Water Quality Combined funding program
EAGL	Ecology Administration of Grants and Loans – web based system for applications and agreements
BMP	Best Management Practice
FY	Fiscal Year
SAW	Secure Access Washington
TEC	Total Eligible Cost = grant/loan request + match
Guidelines	Funding Guidelines (currently FY 2021)
PRPR	Progress Report/Payment Request
EIM	Environmental Information Management - Ecology's web based environmental database
HUC 12	Hydrologic Unit Code (12 digit) – Subwatershed
TMDL	Total maximum daily load – Specific water body study determining pollutant limit
CREP	Conservation Reserve Enhancement Program

# Funding Information Resources



[SFY 2023 Funding Guidelines](#)

Applicant Prep Tool (Appendix C)

Ecology WQC Website:

[Training, forms, environmental review and other goodies](#)

[Nonpoint-specific forms, training materials](#)

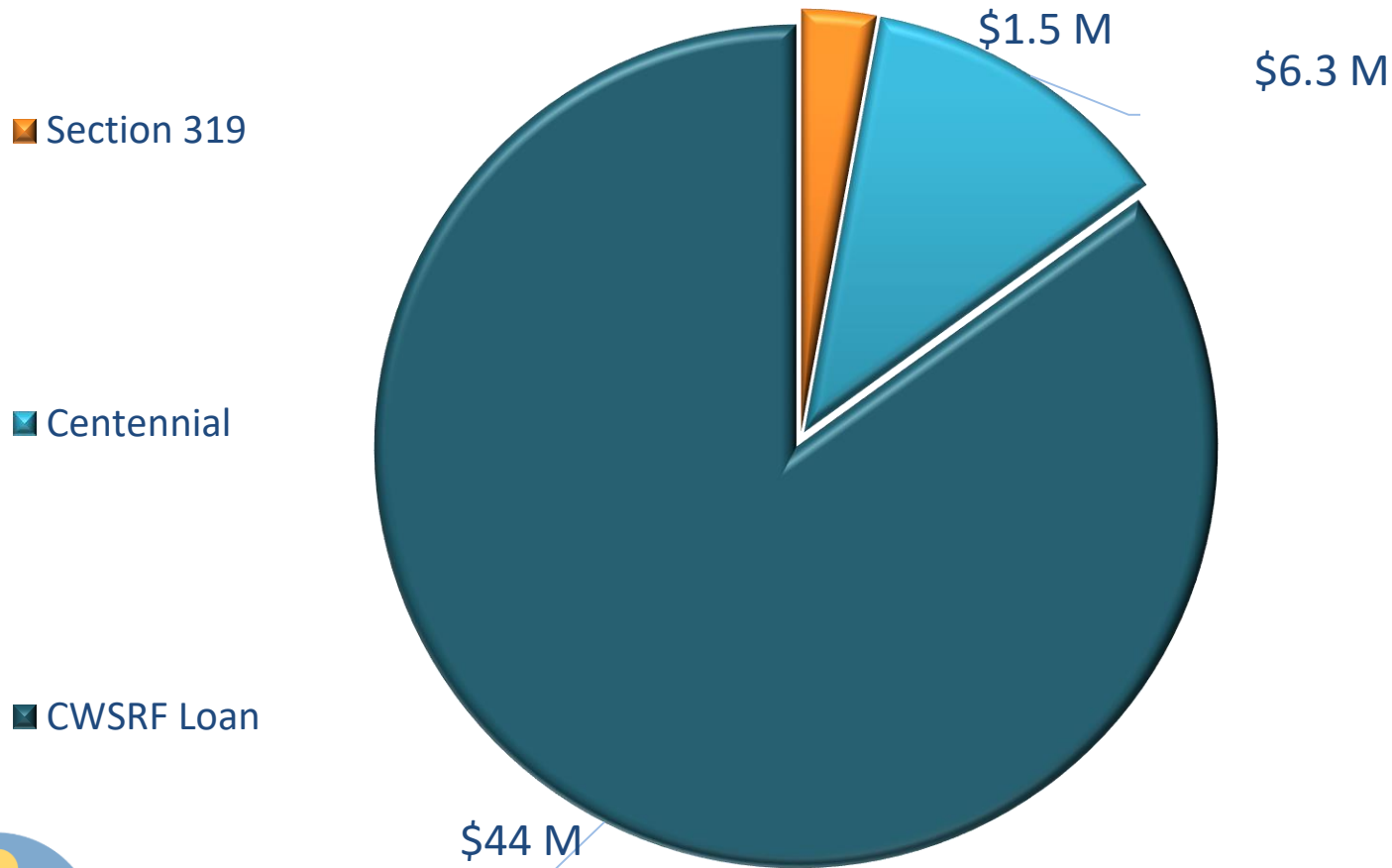
[Project Budget Template v1.0](#) – One template – several water/fish restoration funders

Ask a Human:

Nonpoint Fund Coordinator: Eliza Keeley-Arnold

[Eliza.Keeley-Arnold@ecy.wa.gov](mailto:Eliza.Keeley-Arnold@ecy.wa.gov) (564) 999-1269

# Projected Funding Available for Nonpoint in SFY 2023



# Match Requirement and Funding Level Ceilings

- 25% match requirement for grant funding

	In-kind, Interlocal, and/or Cash	Cash Only
<b>Grant Award</b>	Up to \$250,000	Over \$250,000 up to \$500,000
<b>Total Eligible Cost (TEC)</b>	Up to \$333,333	Over \$333,333 up to \$666,666



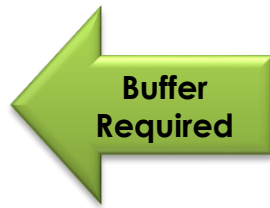
# Eligible Activities and Guidelines

Nonpoint projects usually include many different activities

See Guidelines Section 2.5 (pg 31-48)

# Eligible Grant Activities: Restoration

- Riparian buffers
- Lakes
  - Phase process required
- Wetlands
- Stream
  - Grading and bank stabilization
  - Installation of large woody debris
  - Channel re-establishment/re-meander



**See Guidelines section 2.5.8, Appendix J**



# Buffer Guidelines

- Federal requirement of 319 funds passed onto Centennial & SRF
- Based on National Marine Fisheries Service guidance
- Width measured from ordinary high water mark (OHWM)
- [Mapping tool indicates which buffer width applies](#)



# Buffer Requirements

Category	Functions	Minimum Buffer Width West of Cascades	Minimum Buffer Width East of Cascades
A. Constructed Ditches, Intermittent Streams and Ephemeral Streams that are not identified as being accessed and were historically not accessed by anadromous or Endangered Species Act (ESA) listed fish species	Water quality, shade, source control and delivery reduction.	35' minimum	35' minimum
B. Perennial waters that are not identified as being accessed and were historically not accessed by anadromous or ESA listed fish species	Water quality, shade, source control and delivery reduction.	50' minimum	50' minimum
C. Perennial, intermittent and ephemeral waters that are identified as being accessed or were historically accessed by anadromous or ESA listed fish species	Water quality, large wood debris (LWD) for cover, complexity and shade and microclimate cooling, source control and delivery reduction.	100' minimum	75' minimum
D. Intertidal and estuarine streams and channels that are identified as being accessed or were historically accessed by anadromous or ESA listed fish species	Water quality, habitat complexity	35'-75' minimum, or more as necessary to meet water quality standards	N/A



See Guidelines Appendix J

# Eligible Grant Activities: Agricultural BMPs

- Conservation-based tillage
  - Direct seed, high residue retention
- ➔ • Livestock feeding and off-stream watering BMPs
- ➔ • Livestock exclusion
  - Native tree and shrub planting required within fencing setbacks (grass filter strips alone are not sufficient)



**See Guidelines section 2.5.2 and Appendices G, H, I**



# Guidelines: Agricultural BMPs

- Caps on livestock feeding BMPs:
  - Heavy Use Area Protection: \$10,700 max
    - Associated confinement fencing: \$10,700 max
  - Waste Storage Facilities: \$32,000 max
    - Permanent roof, curbed concrete floors, designed and stamped by an engineer
- Caps on off-stream watering:
  - \$8,000 to \$40,000 based on length of fence



**See Guidelines Appendices H, I**

# Guidelines:

## Agricultural BMPs

- Caps on direct seed (Appendix G):
  - Equipment rental or custom application fee reimbursement
    - \$30/acre up to 250 acres per landowner, max \$7,500 per rotation, for up to three rotations
  - ➡ • Cap increased to 500 acres with riparian buffer
  - Equipment purchase
    - \$187,000 one time grant for a public entity
- Farm planning (conservation planning):
  - Only eligible when results in site-specific water quality BMP recommendations consistent with funding guidance



# Grant Eligibility: Land Acquisition

Property purchase and conservation easements for:

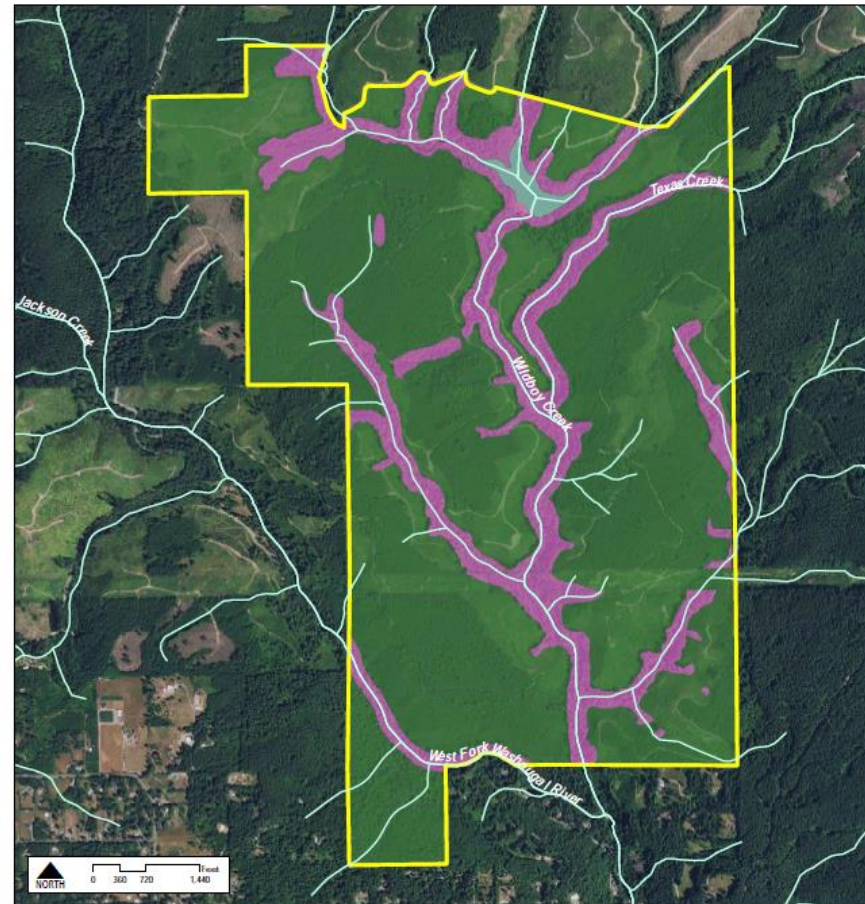
- Riparian areas
- Watershed protection
- Wetland preservation and protection
- Drinking source water protection

Hint: Use CREP program before acquisition or easement

**See Guidelines section 2.5.5**

  
Columbia Land Trust

Figure 4 - Habitat Map  
West Fork Washougal - Wildboy





# Grant Eligibility: Conservation Plans for water quality

- Eligible

- ✓ - Site visits to discuss water quality impacts from the property
- ✓ - Writing up recommendations and conceptual plans for livestock exclusion fencing and off-stream water sources

- Not Eligible

- ✗ - Nutrient management plans (except WITH waste storage facility construction)



✗ Farm plans (general)

# Eligible Grant Activities:

## Other tasks

- Groundwater protection (section 2.5.4)
- Public outreach and education (section 2.5.7, Appendix H)
- Technical assistance and conservation plans (section 2.5.9)
- Water quality monitoring (section 2.5.10)
- Watershed planning (section 2.5.11)

*Summary list of eligible components available on  
Tables 10 in section 2.5.12 of Guidelines*



**See Guidelines pages 39-48**

# Eligible Loan Activities



- All grant-eligible activities
- Direct seed equipment purchasing program
- Irrigation efficiency implementation
- On-site septic repair and replacement
- Wetland creation

**See Table 10 (pages 45-48)**





Before You Apply

# Before You Apply - Tips

## **Gather required information**

- Existing, relevant plans
- Budgets
- List of 12 digit HUCs for work locations

## **Prepare for requirements**

- Read the guidelines, including Conditions in Chapter 6
- Include as appropriate in your scope of work, budget, and schedule



# General Requirements

- **Watershed plans**

- Proposed activities implement part of local, state or federal water quality plans

- **Landowner agreements**

- Review requirements before applying
- <https://ecology.wa.gov/Asset-Collections/Doc-Assets/Water-quality/Grants-and-Loans/Nonpoint-Ressources/Example-Land-Owner-Agreement-for-Cent-and-Section>

- **Cultural resource review**

- See Ch. 10 National Historic Preservation Act of publication #16-10-003 for cultural resource info
- Guidance and forms are available with environmental review on our website

<https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/Environmental-review>





# General Requirements

- **BMP approval form**

- All BMP implementation requires Ecology Project Manager approval
- <https://ecology.wa.gov/Asset-Collections/Doc-Assets/Water-quality/Grants-and-Loans/Gen-Resources/BMP-Approval-Form>

- **Local Requirements**

- SEPA, permits, Critical Areas Ordinances

- **Reporting**

- Quarterly progress reports
- Annual BMP implementation, load reductions and monitoring data
- Final 2-page summary AND Recipient Close -Out

- **Specific criteria and standards for activities**



See Guidelines Sections 2.5.1 & 6.2

# Scoring



# General Tips

## Applicant Prep Tool and Scoring Criteria Guidance

- You can fill out long answers in Microsoft Word (then copy-paste into EAGL forms)
- Scoring Criteria and Guidance:
  - Describes how the reviewer determines the score for questions
  - Found at top of EAGL screen and in guidelines



# General Tips

- Paint a good picture for someone unfamiliar with the issues
- One reviewer from your Ecology region and one from outside the region
  - Proposals are evaluated based on the information ***you provide in the application***





# Point Breakdown

Funding Request Form	Up to 15 points
Scope of Work – Application Form	Up to 75 points
Task Costs/Budget Form	Up to 135 points
Water Quality and Public Health Improvements Form	Up to 500 points
Project Team Form	Up to 65 points
Project Planning and Schedule Form	Up to 160 points
Financial Hardship Form <i>(not applicable to nonpoint)</i>	Up to 50 points
<b>Total</b>	<b>Up to 1,000</b>



**Nonpoint grant projects rated on a 950 point scale**

# Should this project be funded?

## Feasibility

Can this project be implemented effectively as proposed?

## Value

Potential

## Benefit

How critical is this project for water quality?



# Project Feasibility

*"How will this work be done?"*

*"Is Ecology confident that this can be implemented?"*

Scope/Team  
75/65



Schedule  
100



Budget/Match  
135/15

*450 points total*

Planning  
*Understand your watershed, project, and community*  
60



## Water Quality and Public Health Improvements

Water Quality  
500

*"Assuming we **can** build it, **should** we?"*

*"What is the final result?"*

# Evaluation Scorecard

**Have you applied before? If yes....**















**Hint:** Review scores and comments from your previous EAGL application(s)

- Application menu > View Forms > Screening/Evaluation/Offer
- Click on Evaluation Scorecard Report to view the PDF document
- Available to applicants when Evaluations are complete (early Jan 2019 for FY 2020)





# EAGL Scorecard

	<a href="#">Project Development, Local Support, and Past Performance</a>	Mr. John Cra 11/6/2014 9
	<a href="#">Readiness to Proceed</a>	Mr. John Cra 11/6/2014 1
	<a href="#">SRF Federal Reporting Information</a>	
	<a href="#">Section 319 Initial Data Reporting</a>	Alissa Ferre 4/15/2016 2
	<a href="#">Section 319 Annual Load Reduction Reporting</a>	Mr. John Cra 1/14/2016 8
	<a href="#">Uploads</a>	Mr. John Cra 11/7/2014 1
<b>Screening/Evaluation/Offer</b>		
	<a href="#">Screening Checklist</a>	Melanie Tyle 11/21/2014
	<a href="#">Application Modification Comments</a>	
	<a href="#">Evaluation Scorecard</a>	
	<a href="#">Evaluation Summary</a>	Grant Syste 1/5/2015 4:
	<a href="#">Evaluation Scorecard Report</a>	
	<a href="#">Offer Form</a>	Brian B Brac 3/3/2015 3:
<b>Agreement</b>		
	<a href="#">Agreement Information</a>	Alissa Ferre 9/10/2015 1
	<a href="#">Ecology Contacts</a>	Alissa Ferre 9/10/2015 1



# Evaluation Scorecard Report

Water Quality Combined Financial Assistance				
Organization: Methow Salmon Recovery Foundation			WQC-2016-MSRF-00269	
Evaluation Scorecard Report				
X Evaluation Finished				
Category	Criteria Number	Evaluation Criteria	Score	Comment
Scope of Work	1.1	The scope of work represents a complete and concise description of the project tasks and outcomes, including deliverables and timelines	87/100	Good, detailed SOW.
	1.2	Project directly and measurably addresses a water quality problem	140/150	Project directly addresses WQ problems caused by the Carlton Complex Wildfire on Frazer Creek in summer of 2014. WQ problems include severe bank erosion, sediment deposition, & stream channel incision. Frazer Creek is important critical habitat for ESA-listed steelhead.
Task Costs	2.1	The cost estimate process is reasonable	40/50	Admin costs are a little high.
	2.2	The project task costs represents a good value for the work and water quality benefits achieved. Applicant has identified adequate matching funds.	85/100	Project installs native trees and shrubs along 1.25 miles of Frazer Creek + 2 miles of riparian exclusion fencing. Post-project monitoring will help determine project success - project includes community based WQ outreach.
WQ & Pub Health Improvements	3.1	How severe is the water quality problem and how well is it defined	50/50	Erosion & sediment damage is severe.
	3.2	The project will achieve substantial water quality and public health benefits	90/100	Project will achieve important WQ improvement in Frazer Creek.
	3.3	Project success can be measured, and proposed methods to measure success are reasonable	50/50	Project proposes good monitoring program to measure success.
	3.4	The project will provide long-term water quality benefits. Systems are in place to sustain the benefits after funding support has ended	40/50	Project provides good long-term benefits and monitoring program will help sustain successful outcome.
State and Federal	4.1	How well does this project address a current permit	65/100	Okay response





# The Application

# EAGL Application

- Questions are compiled into a series of forms
- Red asterisks \* denote required fields
- Scoring criteria and points are same as last year
- Sequence: complete them in order

**Read Chapter 4 of the Funding Guidelines**





# FY 2021 EAGL Application Forms

## ★ General Information

Start Here!

- Project Categorization
- Mapping Information

## ★ Funding Request (specific to project category)

- Recipient Contacts

★ Blue forms affect your project score!

- Scope of Work-Task 1 Grant Admin

## ★ Scope of Work- Application

- Scope of Work Summary

Other forms still affect eligibility.



# FY 2021 EAGL Application Forms

- ★ Task Costs and Budget
- ★ Project Team
- ★ Project Planning and Schedule
- ★ Water Quality and Public Health Improvements
  - Environmental and Cultural Review
  - Uploads

★ These forms affect your project score!

Other forms still affect eligibility



# General Information

- **Short description** (500 word max)
  - Be concise, write in third person
  - *Will be published and widely distributed*



## **Project Long Description** (4000 max)

- Specific water body addressed
- Water quality problem addressed by the project
- Planned actions for water quality improvements
- Water quality outcomes as a result of the project

*Note: May seem redundant, however these are used separately for different purposes. It's okay to repeat crucial information.*



# General Information

- **Total Cost** = Cost of the entire project, including funds outside of Ecology request
- **Total Eligible Cost (TEC)** = Ecology share + any match required
  - 100% TEC = 75% grant/loan + 25% match
- **Effective date** = Project start date
  - Defaults to 7/1/20
- **Expiration date** = Project end date
  - 3 years for nonpoint grants; 5 years for loans





# General Information

- **Project Category**
  - Nonpoint Source Activity
  - On-site Sewage System
  - Stormwater Activity
  - Stormwater Facility
  - Wastewater Facility

*Note: Category selected affects  
which Fund Request form appears*

- **Overall Goal**

- State the water quality and environmental improvements to be made by the project as a whole *(will be published!)*




*On-site sewage system replacement –  
Island County Public Health*



# Funding Request

## Up to 15 points:

- **Matching funds**
  - Full points if no match required or requesting loan
- **Loan Request** (Y/N)
  - Enter amount and term, if applicable
- **Grant Request**
  - Auto-calculates request (75%) and match (25%) based on TEC on General Information form
  - Answer Cash Match and Loan Request questions, click  so amounts will appear in grey boxes
- **Other Funds** (Y/N)
  - Enter source, type, and amount (only committed funds)
  - More points awarded if you have enough to cover 25% match requirement




## FUNDING REQUEST- NONPOINT PROJECT

### Instructions:

Please complete the required fields.  
Required fields are marked with an \*.  
When done, click the **SAVE** button.

# Funding Request: Nonpoint Project

### Total Eligible Cost:

\$333,000.00 

### Grant Request

\*Will your match be cash-only?

☐ Yes ☒ No

Grant Request:

\$249,750.00 

Match Required:

\$83,250.00 

**IMPORTANT NOTICE.** Grants for nonpoint projects require a 25% match. Projects with cash-only match are eligible for up to \$500,000 in grant. Projects with a mix of funds for match are eligible for up to \$250,000 in grant. Cash match includes any eligible project costs paid for directly by the recipient that are not reimbursed by the Ecology grant or another third party. Donations that become the long-term property of the recipient are considered cash match. Loan money provided through the CWSRF is also considered cash match. In-kind contributions are considered non-cash match. More information on match requirements can be found in the Water Quality Combined Financial Assistance Guidelines which are available for download on the Application Menu.








### Loan Request

\*Are you requesting or will you accept loan funds for part or all of the eligible project costs or to meet your match requirement? ☐ Yes ☒ No

### Other Funds

\*Do you have any secured funds committed to this project? ☒ Yes ☐ No  
If Yes, complete the Secured Funds Table, and include any secured matching funds if known.

### Secured Funds Table

Source*	Type*	Amount Committed*
State/Federal agency: SRFB	Grants 	\$25,000.00
State/Federal agency:		
State/Federal agency:		
Interlocal contributions:		
Interlocal contributions:		
Local agency: County	In-kind 	\$50,000.00
In-kind contributions: volunteer planting	In-kind 	\$8,250.00
Other:		


## FUNDING REQUEST- ONSITE SEWAGE SYSTEM PROJECT

### Instructions:

Please complete the required fields.  
Required fields are marked with an \*.  
When done, click the **SAVE** button.

# Funding Request: Onsite Sewage System Project

### Total Eligible Cost:


\$1,250,850 

### Grant Request


\*Will your match be cash-only?

☒ Yes ☐ No

Grant Request:

\$500,000.00 

Match Required:

\$500,000.00 

IMPORTANT NOTICE. Grants for onsite projects require a 50% match. Projects with cash-only match are eligible for up to \$500,000 in grant. Projects with a mix of funds for match are eligible for up to \$250,000 in grant. Cash match includes any eligible project costs paid for directly by the recipient that are not reimbursed by the Ecology grant or another third party. Donations that become the long-term property of the recipient are considered cash match. Loan money provided through the CWSRF is also considered cash match. In-kind contributions are considered non-cash match. More information on match requirements can be found in the Water Quality Combined Financial Assistance Guidelines which are available for download on the Application Menu.

### Loan Request

\*Are you requesting or will you accept loan funds for part or all of the eligible project costs ☒ Yes ☐ No or to meet your match requirement?

What is the loan amount you are requesting or willing to accept?

\$750,850

What loan term do you prefer?

☐ 5 years ☒ 20 years ☐ 30 years

IMPORTANT NOTICE. Ecology may provide special loan funding for onsite sewage system projects in the following case: (1) projects that meet the criteria for "green project reserve" may receive up to 25% forgivable loan. Ecology will determine eligibility for special funding when developing funding packages.

### Other Funds

\*Do you have any secured funds committed to this project? ☐ Yes ☒ No





**You are here:** > [Application Menu](#) > [Forms Menu](#) > Application Forms

## RECIPIENT CONTACTS


### Instructions:

Please select an individual from your organization for each contact type.  
Required fields are marked with an \*.  
When done, click the SAVE button.

Project Manager

Larry Scholten   \*

Larry Scholten  
Project Engineer


2221 Pacific Street  
Bellingham, Washington 98229-5823  
(360) 778-7923 

ljcholten@cob.org



Authorized Signatory

Jason Porter   \*

Jason Porter  
Storm and Surface Water Manager

2221 Pacific Street  
Bellingham, Washington 98229  
(360) 778-7800   
(360) 778-7801   
jporter@cob.org

Billing Contact

Andy Wojciechowski   \*

Andy Wojciechowski  
Contract Specialist

# Recipient Contacts

**Project Manager  
Billing Contact  
Authorized Signatory**

Contacts must have a SAW  
account and be approved in  
EAGL system to appear in  
dropdown list

**Not associated with  
system roles/permissions**

# Scope of Work - Task 1

## Grant and Loan Admin

- Standard agreement language for all projects
- Enter the TEC for this task, even if \$0
  - $\leq 15\%$  of the total eligible cost
  - Costs for working with Ecology
    - Negotiation, PRPRs, Close Out Report, EAGL work
  - Not for general project management
- Recipient Task Coordinator Field is optional

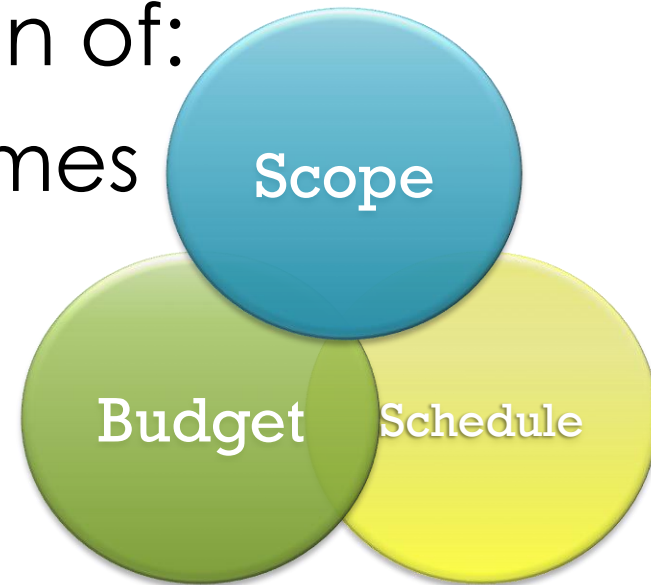


# ★ Scope of Work - Additional Tasks

## Up to 75pts:

Concise, specific description of:

- project tasks and outcomes
- deliverables
- timelines



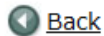
**To receive full points,  
scope of work must align with the schedule  
and detailed budget.**



# ★ Scope of Work - Additional Tasks

- **Task Description** – Specific work that will be done to complete the task
  - Can be laid out by activity A., B., C., etc.
- **Task Cost** – total based on detailed budget, including match
- **Task Expected Start and Finish Dates** – based on detailed schedule
- **Task Deliverable** – Tangible or measurable products that will be submitted
  - Should provide evidence of successful task completion



[Back](#)Document Information: [WQC-2021-SnCoPW-00021](#)[Details](#)You are here: > [Application Menu](#) > [Forms Menu](#) > Application Forms**SCOPE OF WORK - FOR APPLICATION****Instructions:**

Please fill in the appropriate fields.

Required fields are marked with an \*

When done, click the **SAVE** button.

\* Task #: 2

\* Task Title: \* Task Cost: \* Expected Start Date: \* Expected Finish Date: 

\* Describe the work that will be billed to this task. (char 3,500)

**Deliverables Table** (Deliverables are documents that can be uploaded into EAGL to show that w deliverables should align with the detailed budget provided on the Task Costs and Budget Form uploaded on the Project Planning and Schedule Form.)

Deliverables Description*	Deliverable Date*	Deliverable Budget*
<input type="text"/>	<input type="text"/>	<input type="text"/>

# Scope of Work - Additional Tasks

- Form includes 8 additional tasks by default (#2-9), must fill in at least one.
- Hint:** Fill in all your tasks with the first deliverable each then click save to add other deliverables.



# ★ Scope of Work - Additional Tasks

## Deliverables

- Tangible evidence of successful task completion
  - Planting plans, outreach summaries, final reports
- Required field; must have at least one per task

Fill in all your tasks with the first deliverable each then click **SAVE** to add more deliverables.

### Deliverables

#### To Add a Row

Enter a deliverable

When done, click the **SAVE** button

After SAVE a new row will appear

Repeat these steps for each deliverable

#### To Delete a Row

In the row you want to delete, remove the information in all of the textboxes

When done, click the **SAVE** button

After SAVE the row will be deleted

**Deliverables Table** (Deliverables are documents that can be uploaded into EAGL to show that work was completed; deliverables should align with the detailed budget provided on the Task Costs and Budget Form and the project schedule uploaded on the Project Planning and Schedule Form.)

Deliverables Description*	Deliverable Date*	Deliverable Budget*
<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Deliverable Budget: \$0



# ★ Scope of Work - Additional Tasks

## **Task Costs**

- Should be TEC (75% grant + 25% match)
- Match can be distributed into whichever task(s) is appropriate for your project

## **Scope of Work Summary form**

- Shows task titles and TEC amounts
- Error will appear if total doesn't match TEC on General Information form



# Scope of Work - Tips

- Use active language
  - “...will conduct temperature sampling at four sites along Stony Creek”
- Be realistic and relevant for the water quality problem being addressed
- Include clear numeric commitments

**Try the metrics  
template!**



# New Template

A	B	C	D	E	F	G	H	I	J	
Funding Application/ Agreement:	Organization Name:	Filled out by:	Contact Phone #:	Agreement Expiration:	New Template					
WQC-2016-Example-00123	Clean Water Solutions	First Last	(555) 555-5555	06-30-2018						
Submittal	Waterbody Addressed	Worksite Name	Property ID	Landowner	LOA Date Signed	HUC12	BMP/Activity	Metric	Unit of Measure	Implementation Date
Application	Stony Creek	Stony Lowlands				171001030501	Fence	1500	feet	
Application	Stony Creek	Stony Lowlands				171001030501	Riparian Forest Buffer	5.00	acres	
Application	Stony Creek	Stony Lowlands				171001030501	Riparian Forest Buffer	2178	feet	
Application	Stony Creek						Student Education -	200	individual units	
Application	Stony Creek	Stony Lowlands				171001030501	Tree/Shrub Establishment	1000	individual units	
Application	Stony Creek	Stony Lowlands				171001030501	Watering Facility	20	individual units	
Application	Stony Creek	Stony Lowlands					Work Party	100	individual units	
BMP Approval	Stony Creek	Stony Lowlands	StonyRM1	Hopkins	12-15-2015	171001030501	Fence	900	feet	
BMP Approval	Stony Creek	Stony Lowlands	StonyRM1	Hopkins	12-15-2015	171001030501	Riparian Forest Buffer	2.50	acres	
BMP Approval	Stony Creek	Stony Lowlands	StonyRM1	Hopkins	12-15-2015	171001030501	Riparian	1089	feet	



# Scope of Work - Tips

- Monitoring should support the project activities and document project success
  - Include purpose and use of data
  - Describe parameters and relate to the water quality problem(s)
  - Must include Quality Assurance Project Plan (QAPP) and EIM data submittal
- Include any equipment purchases or trainings that are necessary





# ★ Task Costs and Budget Form

## **Total of 135 points:**

Up to 50 pts.

- Demonstrate how you arrived at cost estimate for each task
- Based on real-world data

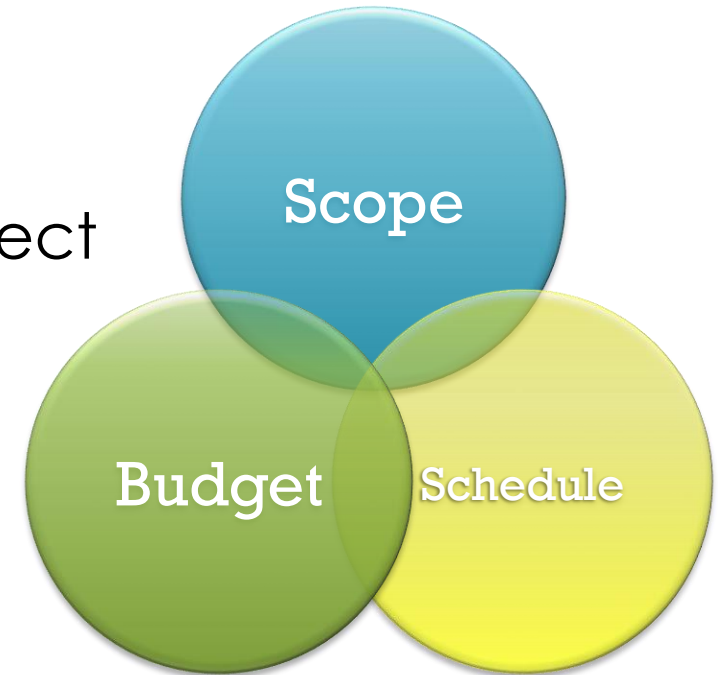
Up to 85 pts.

- Reasonable when compared to similar projects in the region



# ★ Task Costs and Budget – Tips

- Breakout by specific task activities and staff
  - try the WA conservation project budget standard template
- Consider cultural resource review costs
- Justify costs with supporting documentation



**Required: Upload detailed budget**



# \* Include supporting documentation if charging indirect

# Task Costs and Budget - Template

One template (to rule them all): Nonpoint-Project-Budget-Template-v1-0

Project:	South Prairie Creek Floodplain Restoration					2006	2005	2013	2015	2015	2016	2020	2021	2020	2020		
Version Date:	1/1/2020								Puyallup Tribe	Pierce County		RCO	RCO	NEP	Forest Servi		
Data Steward:	Kristin Williamson					PCD	Pierce County	Pierce County	SPSSEG	SPSSEG	SPSSEG	SPSSEG	SPSSEG	SPSSEG	SPSSEG		
Contact Info:	kristinw@spsseg.org, 360-412-0808					Project Totals >>		\$6,477,550	\$546,374	\$264,220	\$81,650	\$39,939	\$38,830	\$178,302	\$1,363,322	\$1,674,914	\$248,000
					Total Cost	PCD Grant? PCD	Pierce County A Pierce County	Pierce County 13 90722 D SPSSEG	Puyallup Tribe D SPSSEG	Pierce County 14 92261 D SPSSEG	RCO 14-1504 D SPSSEG	RCO 15-1224 R SPSSEG	RCO 16-1577 R SPSSEG	NTA 1158 SPSSEG	Value of Donated Wood (USDA FSPSSEG)		
Phase	Goal	Category	Object Class	Description													
2. Design	Complete Designs	Preliminary design	5. Contractual	Permit level designs, specifications and quantities	\$211,586				\$22,012	\$33,296	\$156,278						
2. Design	Complete Designs	Cultural Resources	5. Contractual	Expanded APE to accommodate design revisions	\$15,714						\$8,714	\$7,000					
2. Design	Complete Designs	Final design	5. Contractual	Pre-construction designs following regulatory review and modeling	\$125,000							\$125,000					
2. Design	Complete Designs	Administrative	1. Personnel	Project Management	\$21,069						\$13,069	\$8,000					
2. Design	Complete Designs	Administrative	2. Travel	Vehicle Mileage	\$1,441						\$241	\$1,200					
2. Design	Complete Designs	8. Indirect	8. Indirect	Direct Allocation	\$0												
2. Design	Obtain Permits	Permit Application Materials	1. Personnel	SPSSEG project manager time to prepare and revise application documents	\$3,000							\$1,500	\$1,500				
2. Design	Obtain Permits	Permit Fees	5. Contractual	Fees to local jurisdictions (7 local permits)	\$12,000							\$8,000	\$4,000				
2. Design	Obtain Permits	Engineering support for permits	5. Contractual	Consultant demolition material assessment and designation of waste streams	\$1,500							\$1,500					
2. Design	Obtain Permits	Cultural Resources	1. Personnel	Project management for agency review and consultations	\$4,500							\$2,500	\$2,000				
2. Design	Obtain Permits	Assessments	5. Contractual	Consultant hydraulic modeling, risk analysis and quantity scales	\$6,500									\$6,500			
2. Design	Obtain Permits	Cultural Resources	5. Contractual	CRA, Monitoring Plan, IDP, negotiations	\$50,158							\$27,579	\$22,579				
2. Design	Obtain Permits	Indirect	8. Indirect	Direct Allocation	\$0												
3. Implement	Floodplain/Instream Process	Administrative	1. Personnel	Bid specs, bid ad, contract award and negotiations, pre-con	\$33,500							\$12,000	\$20,000	\$1,500			
3. Implement	Floodplain/Instream Process	Instream Habitat	1. Personnel	Water diversion, work area isolation, fish removal	\$22,500							\$7,500	\$15,000				
3. Implement	Floodplain/Instream Process	Administrative	1. Personnel	Construction inspection and monitoring, contract and contractor management	\$52,000							\$25,000	\$27,000				
3. Implement	Floodplain/Instream Process	Cultural resources	5. Contractual	Cultural monitoring	\$40,000							\$25,000	\$15,000				
3. Implement	Floodplain/Instream Process	Administrative	5. Contractual	Engineering construction inspection	\$150,000							\$75,000	\$75,000				
3. Implement	Floodplain/Instream Process	Riparian	6. Construction	PCD Planning, site preparation, invasive weed control, riparian and floodplain planting, site maintenance, and volunteer management 36-50 acres	\$1,092,000							\$172,000	\$450,000	\$90,000			
3. Implement	Floodplain/Instream Process	Instream Habitat	6. Construction	Remove 80-span crosscuts, pile bridge over the 60-foot wide South Prairie Creek channel and replace with 36' span bridge over 8-foot wide spring creek	\$177,000							\$27,000		\$150,000			
3. Implement	Floodplain/Instream Process	Riparian	6. Construction	Demo 11 dairy buildings	\$322,739							\$322,739					
3. Implement	Floodplain/Instream Process	Instream Habitat	6. Construction	Install 5 large mainstem and 115 side channel and floodplain wood structures	\$1,373,740							\$506,804	\$286,936			\$280,000	
3. Implement	Floodplain/Instream Process	Instream Habitat	6. Construction	Construct/connect 2,600 linear foot of side channel and restore/connect 20 acres of wetland	\$755,899								\$755,899				

# ★ Project Team

## Total of 65 points:

Up to 50 pts.

- Staff:
  - Roles & responsibilities (500 char max)
  - Team member experience (500 char max)
  - Sufficient staffing (500 char max)

Up to 15 pts.

- Organization (Applicant)
  - Previous Performance (2500 char max)



# ★ Project Team - Tips

- Describe for each role:
  - Key responsibilities
  - Estimate total hours needed
  - Relevant qualifications and experience
  - Who will take over, if necessary
- Include contractors or partner agencies
- Do not include resumes!





# ★ Project Team - Tips

- Organization's past project experience:
  - Outcomes achieved
  - Performance on deliverables
  - Challenges and lessons learned
  - Ecology grant or loan numbers, if applicable



*Strawberry Fields Buffer Restoration –  
Adopt-a-Stream*



# ★ Project Planning and Schedule

## Total of 160 points:

Up to 75 pts.

- Ready to proceed

Up to 40 pts.

- Feasibility
- Value analysis of project alternatives
- Useful life
- Long-term maintenance costs

Up to 25 pts.

- Includes all tasks and pre-project admin
- Provides sufficient time to complete everything

Up to 20 pts.

- Stakeholders identified and supportive





# Project Planning - Tips

**Why is this project a good solution to the problem?**

- Describe process to select the project
  - Criteria used to evaluate the **value**, **feasibility**, and **site suitability** of the project and any **alternatives** considered
  - Stakeholders
    - Specify their level of involvement



# ★ Project Schedule- Tips

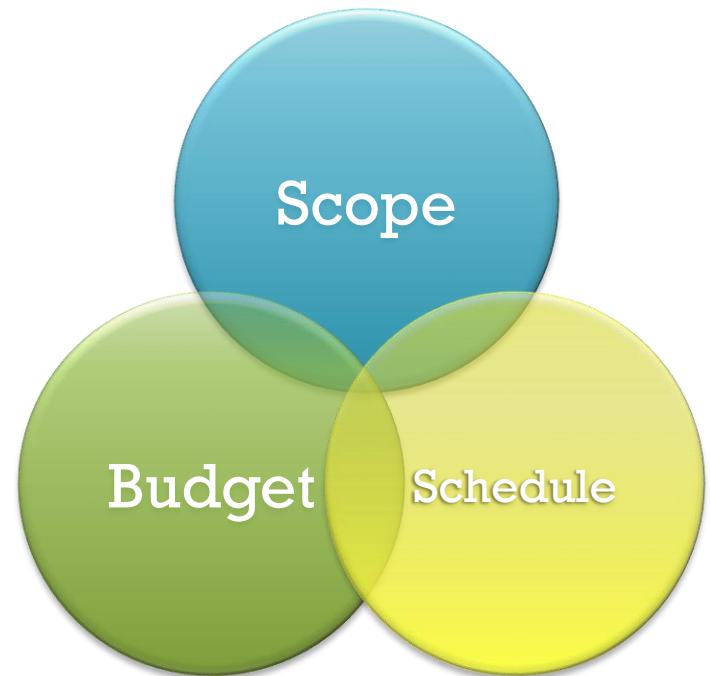
**Describe preparation and “readiness to proceed”, and upload the documentation:**

- Designs, Permits
- Seasonal weather windows
- Landowner or Interlocal agreements, Memorandums of Understanding (MOUs)
- Other secured funding
- Staff or agency approvals
- Prior cultural resource assessment - surveys or research (DAHP's WISAARD database) conducted



# ★ Project Schedule- Tips

- Use Gantt chart, Excel, or other template
- Work must start within 10 months of final offer list date
- Have a contingency plan for delays



**Align with scope of work  
tasks and budget!**





# ★ Project Schedule- Tips

- **July 1<sup>st</sup>** is the earliest reimbursable start date
  - July-September for planning and reviews
- **Early October** is typically earliest start for on the ground implementation – after reviews are complete
  - **~2 months for Cultural resource review**
    - Final determination could require
  - **~1-3 months BMP approval**
    - Includes review of site plans, BMP Approval Form, ensures work will be reimbursed
  - **~2-3 months for Quality Assurance Project Plan (QAPP)**
    - Required for monitoring



# Landowner Agreements



# ★ Project Schedule- Tips

## **Landowner agreements are a common hold-up**

- Describe and upload any evidence of landowner participation
  - Committed agreements (more points for this!)
  - Letters of interest
  - Meeting attendance sheet (include check box for interest level)
  - List/Spreadsheet of outreach responses
- Describe the BMPs ready for implementation
- Make commitments early









# Water Quality and Public Health



## Improvements

### **Total of 500 points:**

Up to 135 pts.

- Priority pollutants in the specific water body
- Identified by local, state, or federal plan

Up to 150 pts.

- Connection between project, specific pollutant, and the water body
- Provide sufficient technical justification



# Water Quality and Public Health

## ★ Improvements

Up to 50 pts.

- Measuring success

Up to 100 pts.

- Good value for the water quality benefits

Up to 50 pts.

- Maintenance plan/commitments in place

Up to 15 pts.

- Greenhouse emission reductions RCW  
70.235.070

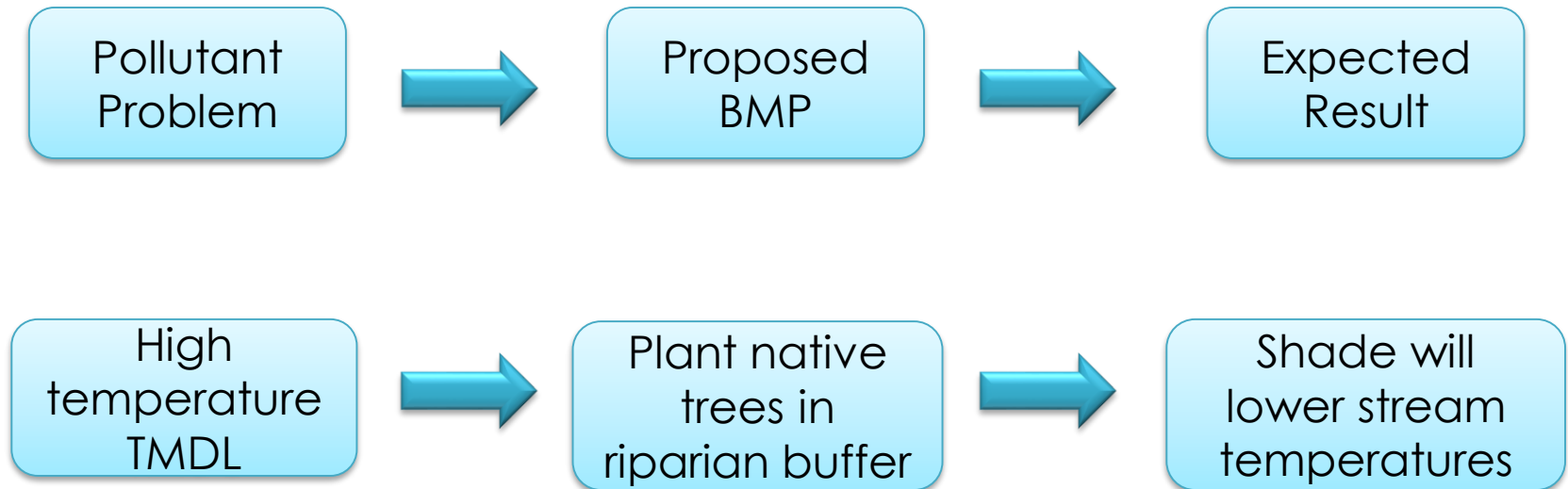




# Water Quality and Public Health

## ★ Improvements

Relate the work directly to the water quality problem and solution



Be specific and realistic



# Water Quality and Public Health ★ Improvements

- Planning, implementation, or both?
- Select the type of plan that the project will implement
- Identify relevant TMDL(s)
  - EAGL Tip: Hold down Ctrl to select multiple entries, selections will be highlighted once saved

**Make clear connections to  
local, state, and federal  
watershed/water quality plans**



# Water Quality and Public Health

## Improvements

### Implementation Actions (Watershed plans)

- Cite specific, relevant plans
  - Title, page numbers, and where to find it
- List the recommended actions your project will implement

Implementation Action	Reference the plan(s) that describe this action, including page number where a copy can be obtained
Implement Actions from the Climate Change Pilot	South Fork Nooksack River Temperature Total Maximum Daily Load DRAFT, page 165, copy can be obtained from the Department of Ecology 195 of 200
Protection and Restoration of Critical Areas	South Fork Nooksack River Temperature Total Maximum Daily Load DRAFT, page 157, copy can be obtained from the Department of Ecology 195 of 200

# Water Quality and Public Health ★ Improvements

## Why: Aligns with plans and priorities

- TMDL, salmon recovery plan, watershed plan, Puget Sound Action Agenda, etc.
- Identify water bodies, pollutants, and impairment listings **directly addressed by the project**
- Cite **relevant** pages, sections and titles of plans or regulatory requirements
- Discuss your project with the Ecology TMDL Lead



# Water Quality and Public Health Improvements

**Where: specific water body** where your work will have impacts

- Stream name and reach, river miles, etc.
- Describe the connection between the project and the specific waterbodies for someone unfamiliar with your watershed

## **Upload Project Map:**

- an aerial view map of project area
- direction of water flow
- location of proposed activities
- this is different than EAGL Mapping form



# Water Quality and Public Health Improvements

**Be  
Realistic!**

## **How: proposed work impacts priority pollutant**

- Provide evidence that the BMP addresses the specific pollutant

## **Value: project benefits are cost effective**

- Estimate the water quality and public health benefits
- Connection to recreation, fishing, habitat, etc





# Water Quality and Public Health Improvements

## **Measure success for each task**

- Define the target/goal
- Include clear numeric commitments

## **Long-term maintenance**

- Who will do the work?
- Where will the funding come from?

## **Greenhouse emission reductions**

- Hint: Briefly mention carpooling, bike transportation, locally sourcing, carbon sequestration etc.



# Water Quality and Public Health Improvements - Tips

## Be concise

- Watershed context should be brief

## Be Specific

- Explain what is relevant to **your project**

## Be Clear

- **Context:** This watershed has a TMDL for temperature and nitrogen.
- **Project:** This project will address temperature with riparian planting.

**Minimum score of 250 out of 500 required to receive funding**



# Environmental and Cultural Review Form

- Form to track requirements for cultural resource review
- Optional at application stage
  - Can upload non-sensitive documents to demonstrate readiness to proceed
- Form is required for ground disturbing activity once funded and agreement active



# Environmental and Cultural Review Form

- ☐ Other SERP/SEPA Documentation
- ☐ Ecology 05-05/106 Review Form
- ☐ EZ-1 Form (If Ecology is the lead agency, an Ecology 05/05-106 Form is required)
- ☐ Cultural Review Final Determination
- ☐ DAHP Letter of Concurrence
- ☐ Completed activity/location specific Inadvertent Discovery Plan (IDP).

An IDP is not associated with consultation and is required in the event of a discovery during ground disturbance.

**In addition to the above documents, if you are required to prepare a federal cross cutter report, when applicable upload the following documents.**

- ☐ Cross Cutter Report
- ☐ Cross Cutter Checklist
- ☐ Cross Cutter Final Determination

**If you have a stormwater facility project, and you are applying for or have received funding via SFAP but not CWSRF, when applicable upload the following documents.**

- ☐ SEPA Checklist
- ☐ SEPA Threshold Determination
- ☐ Affidavit of Publication of SEPA Threshold Determination
- ☐ Ecology 05-05/106 Review Form
- ☐ EZ-1 Form (If Ecology is the lead agency, an Ecology 05/05-106 Form is required)
- ☐ Cultural Review Final Determination (No sensitive information allowed)
- ☐ DAHP Letter of Concurrence
- ☐ Completed activity/location specific Inadvertent Discovery Plan (IDP).

An IDP is not associated with consultation and is required in the event of a discovery during ground disturbance.

**If you have a nonpoint activity, an onsite sewage system, or a stormwater activity project, regardless of the funding source, when applicable upload the following documents.**

- ☐ Ecology 05-05/106 Review Form
- ☐ EZ-1 Form (If Ecology is the lead agency, an Ecology 05/05-106 Form is required)
- ☐ Cultural Review Final Determination (No sensitive information allowed)
- ☐ DAHP Letter of Concurrence
- ☐ Completed activity/location specific Inadvertent Discovery Plan (IDP).

An IDP is not associated with consultation and is required in the event of a discovery during ground disturbance.

## Upload Documents

Click the Browse button

Select your file

Click Save, your file will appear in the List of uploaded documents

Repeat for each file

Description

To Delete a file, select the Delete checkbox next to the file and click SAVE

Browse...

# General Tips for Success

- Demonstrate how project **meets minimum BMP requirements** (guideline criteria)
- **Ready-to-proceed** projects get funding priority
- Align with **TMDL recommendations**, if applies
- Explain your **cost estimate process** in detail
- Be aware of timelines
- Use scoring criteria as a checklist



# General Tips for Success

## **Give yourself enough time to complete the application**

- Proofread the application – second set of eyes
- Make sure scoring criteria are addressed

**If you have questions, ask! We are here to help.**





# EAGL Tips

- SAVE often!!
- Use “New Session” to work on multiple screens
- Review your answers carefully
  - No spell check
  - No formatting
  - Use Notepad or other unformatted text software to copy/paste into the system




# EAGL Tips



## Application Menu - Forms

Please complete all required forms below.

Document Information: [WQC-2019](#)

 [Details](#)

### Forms

Status	Page Name	Note	Created By	Last Modified By
Funding Program Guidelines				
	<a href="#">SFY 2019 Water Quality Combined Financial Assistance Guidelines</a>			
	<a href="#">SFY 2019 Scoring Guidance</a>			
	<a href="#">SFY 2019 Contact Information and Resource Guide</a>			
	<a href="#">SFY 2019 Applicant Prep Tool</a>			



# EAGL Tips

- Remember your application number
- To add a new data row - click SAVE
- To add more tasks on the Scope of Work, click ADD button at the top of the screen
- Check Global Errors (top right of screen) before submission



# Application Submission

- Correct any errors and go to “Change Status” on the Application menu to submit
- Submit **before** 5:00 pm on October 12, 2021
- Sign up for our WQ Financial Assistance Listserv

<http://listserv.wa.gov/cgi-bin/wa?A0=ECY-WQ-GRANTS-LOANS>



# Other Funding Resources

## Ecology's funding programs

(examples: Flood Control Assistance, Floodplains by Design, Coastal Protection)

<https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan>

Hint: Look under “Water and Shorelines”

## Washington Fund Finder

(prototype, keep checking back for updates)

<https://data.results.wa.gov/stories/s/Washington-Water-Salmon-Fund-Finder/bsre-nhqn/>

## USDA Conservation and Restoration Programs

-many options for farmers, property owners, disaster response etc.

<https://www.fsa.usda.gov/programs-and-services/conservation-programs/index>

## Conservation Reserve Enhancement Program

<http://scc.wa.gov/crep/>



# Another Funding Resource

[Promise the Pod](#) (Bonneville Environmental Foundation)  
[Application form](#) Due August 31, 2021

## **STEP 1: BEF TREE CREDITS FORM**

The Tree Credits Inquiry Form requests information about your planting site, benefits, costs and other details. The maximum payment you can obtain is \$0.80 per plant.

## **STEP 2: APPROVAL FOR FUNDING**

Once you are approved for funding through One Tree Planted, you will be emailed a one-page agreement & Invoice form to fill in and submit.

## **STEP 3: PAYMENTS SENT**

Payments under \$20,000 will be sent upon receipt of the filled in Invoice. Payments over \$20,000 will be split into two increments- one paid on upon the receipt of the Invoice and one at the end of planting. Payments are made electronically.

## **STEP 4: FOLLOW UP FORM**

Thanks for partnering with us! We will send a quick follow up form to gather details on how the projects/events went.

FOR QUESTIONS REGARDING THE TREE CREDIT FORM PLEASE  
CONTACT HANNAH AT [HBUEHLER@B-E-F.ORG](mailto:HBUEHLER@B-E-F.ORG)



# Questions?

We value and use your feedback!

Please take a moment to fill out our evaluation form

**Thank you!**

**Eliza Keeley-Arnold**

**[eliza.keeley-arnold@ecy.wa.gov](mailto:eliza.keeley-arnold@ecy.wa.gov)**

**(564) 999-1269**